



King County
CULTURAL RESOURCES SPECIALIST
(PROJECT/PROGRAM MANAGER III)
DEPARTMENT OF EXECUTIVE SERVICES
OFFICE OF BUSINESS RELATIONS AND ECONOMIC DEVELOPMENT
Annual Salary Range: \$63,278 - \$80,209
Job Announcement: 06JK6090
OPEN: 5/22/06 CLOSE: 6/16/06

WHO MAY APPLY: This position is a career service position open to all qualified candidates.

WHERE TO APPLY: Required forms and materials must be sent to: Office of Business Relation & Economic Development, Historic Preservation Program, 701 Fifth Avenue, Suite 2000, Seattle, WA 98104-1598. Email applications are encouraged at gghislaine.moore@metrokc.gov. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.)

PLEASE NOTE: Applications not received at the location specified above and those that are not complete may not be processed.

FORMS AND MATERIALS REQUIRED: A King County application form and data sheet, resume, a written response to the supplemental questionnaire on this announcement, and a letter of interest detailing your background and describing how you meet or exceed the requirements. Application forms may be found at: <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>.

WORK LOCATION: Columbia Center, 701 Fifth Avenue, Suite 2000, Seattle, WA 98104.

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally Monday through Friday.

PRIMARY JOB DUTIES: This position assists with coordination and implementation of King County landmark designation and regulation, and maintenance of the King County Historic Resource Inventory, under the supervision of the Historic Preservation Officer. It provides lead staff support to the Design Review Committee (including review of permits - Certificates of Appropriateness) for proposed work on King County landmarks, and administration of special incentive programs.

- Conduct technical analysis for complex projects
- Conduct historic research and prepare Landmark nomination applications
- Write complex analytical evaluation reports
- Provide architectural and design assistance to property owners
- Conduct technical committee meetings including preparation of agendas, staff reports, and minutes
- Conduct investigations and analyze findings
- May assign work to other staff
- Coordinate review/comment processes related to program
- Draft responses, sign letters when authorized

- Manage data gathering
- Develop program/policy recommendations and issue papers
- Manage complex contracts or grants independently
- Represent the program at public hearings
- Handle politically sensitive citizen calls
- Work with community coalitions on behalf of program

QUALIFICATIONS:

- A Bachelor's degree in history, architecture, architectural history, historic preservation or related field; or any equivalent combination of education and experience
- At least three years of professional experience in the field of historic preservation in a state or local government agency, which includes:
 - Preparation of landmark nominations.
 - Design review of historic properties (including application of the Secretary of the Interior's Standards or comparable guidelines).
 - Coordination of public boards or commissions
- Working knowledge of Word for Windows, Access, and Excel
- Knowledge of research methods
- Knowledge of other relevant historic preservation agencies and systems
- Written and oral communication and presentation skills
- Facilitation and negotiation skills
- Skill in analysis and problem solving
- Skill in program evaluation, advocacy, and promotion
- Skill in gathering, manipulating, and using data utilizing a computer and other tools
- Skill in working effectively as a team member to accomplish tasks
- Skill in managing multiple tasks simultaneously

DESIRABLE QUALIFICATIONS:

- Masters Degree in history, architecture, architectural history, or historic preservation.

NECESSARY SPECIAL REQUIREMENT: Washington State Driver's License or the ability to travel throughout the county in a timely manner.

SELECTION PROCESS: The applicants who meet the required qualifications and indicate that they possess the most competitive background in directly related experience, knowledge, and training will be called for interviews.

CLASS CODE: 2441300/8244

SUPPLEMENTAL QUESTIONNAIRE:

Classification Title: Project/Program Manager III

Job Announcement: 06JK6090

Provide a concise written response to each of the following questions. Print your name at the top of each page you submit.

1. Please describe your knowledge and experience working with vernacular historic resources.
2. Please describe what you believe to be the three most challenging issues in historic preservation at the local government level.